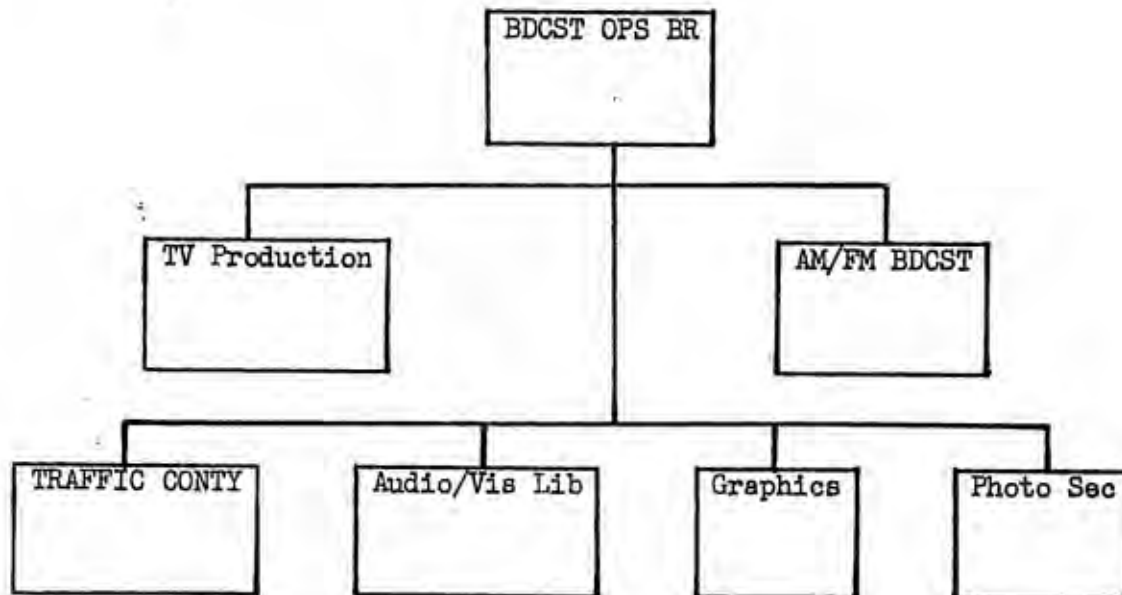


AFVN MANPOWER SURVEY

BROADCAST OPERATIONS BRANCH

GENERAL COMMENTS:

The Operations Branch is broken down into two main sections (TV Production and AM/FM Broadcasting). There are four supporting sections which provide detailed weekly and daily schedules, graphics, motion pictures, and Audio/Visual library support (Traffic continuity, Audio/Visual Libraries, Photo, and Graphics sections). The following chart is applicable:



OFFICE OF OIC  
BROADCAST OPERATIONS BRANCH

AUTHORIZED

|                       |       |    |    |
|-----------------------|-------|----|----|
| 1 Branch Chief        | 05522 | 04 | AF |
| 1 Bdcst Supv          | 71R50 | E8 | A  |
| <u>1 Clerk Typist</u> |       | LN |    |

3 Total

ASSIGNED: 3

WORKLOAD:

No question on essentiality for OIC or NCOIC. They are responsible for all programming and production aspects of all radio and television programs originating from the Saigon key station. They guide program/production matters for all detachments and prepare necessary reports. Administrative workload for clerk typist is not adequate for full time position. This workload could probably be absorbed by the Station Administrative Branch.

RECOMMENDATION:

Delete 1 Clerk Typist (LN)

AM/FM BROADCAST (TOE3)

AUTHORIZED:

|                       |              |           |          |
|-----------------------|--------------|-----------|----------|
| 1 TV/RAD Prod Tech    | 79171        | E7        | AF       |
| 1 Bcast Supv          | 71R20        | E6        | A        |
| 4 Sr Bcast Annncr     | 71R20        | E5        | A        |
| <u>1 Bcast Annncr</u> | <u>71R20</u> | <u>E4</u> | <u>A</u> |

7 TOTAL

ASSIGNED: 7

WORKLOAD:

AM BROADCAST

1 Annncr on duty 24 hrs/day.  
5 Live shows during 24 hr period.

The five live shows are covered by the AM Board man but entail an average of  $1\frac{1}{2}$  hours preparation each. Live shows are: 0600-0900, 1100-1300, 1400-2100, 2205-2400, and 0100-0400. Workload therefore consists of one position being manned 24 hours per day plus  $7\frac{1}{2}$  hours preparation time per day for live show portions of AM broadcast.

FM BROADCAST

1 Broadcaster on duty for  $9\frac{1}{2}$  hrs per day at FM board for 3 live broadcasts (0600-0900, 1100-1300, 1800-2230). Preparation time for each show is  $1\frac{1}{2}$  hrs for a total of  $4\frac{1}{2}$  hrs/day.

CUMPUTATION FOR MANPOWER REQUIREMENTS BASED ON 229 HR WORK MONTH

Manhours available/MO = 304.

$\frac{365.25 \text{ days} \times 10 \text{ hr per day}}{12 \text{ mos}} = 304 \text{ hrs/mo.}$

|                                 |   |        |        |
|---------------------------------|---|--------|--------|
| Manhours Available              | = | 304.0  | hrs    |
| Less 21 days/yr for Lv/RR       | = | - 17.5 | hrs/mo |
| Less 1 day/wk off               | = | - 40.8 | hrs/mo |
| Less Sickness, tng, misc duties | = | - 16.7 | hrs/mo |
| Monthly Work Hrs                | = | 229.0  | hrs/mo |

AM COMPUTATIONS

|                                |   |                      |
|--------------------------------|---|----------------------|
| 1 Post 24 hrs/day              | = | 730.25 hrs/mo        |
| 5 Live Shows prep (7½ hrs/day) | = | <u>227.00 hrs/mo</u> |
| Total hrs/mo                   | = | 957.25 hrs/mo        |

$$\frac{957.25 \text{ hrs/mo}}{229.00 \text{ hrs/mo}} = 4.18 \text{ men}$$

FM COMPUTATION

|                              |   |                   |
|------------------------------|---|-------------------|
| 3 Live Shows 9.5 hrs/day     | = | 289 hrs/mo        |
| Prep for 3 shows 4.5 hrs/day | = | <u>137 hrs/mo</u> |
| Total monthly requirement    | = | 246 hrs/mo        |

$$\frac{426}{229} = 1.86 \text{ man}$$

|                |   |             |
|----------------|---|-------------|
| AM REQUIREMENT | = | 4.18        |
| FM             | = | 1.86        |
| BDCST SUPV     | = | <u>1.00</u> |
| TOTAL RQMNT    | = | 7.04        |

RECOMMENDATION:

No change to AM/FM Broadcast operation.

TV PRODUCTION SECTION ( TO 3 A & B )

AUTHORIZED:

|                    |       |    |    |
|--------------------|-------|----|----|
| 2 Bdcst Supv       | 71R40 | E7 | A  |
| 2 TV/Rad Prod Tech | 79171 | E6 | AF |
| 4 TV Cameraman     | 84E20 | E5 | A  |
| 2 TV/Rad Prod Spec | 79131 | E5 | AF |
| 1 Sr Audio Spec    | 84D20 | E5 | A  |
| 1 Audio Spec       | 84D20 | E4 | A  |

12 Total

ASSIGNED: 12

WORKLOAD:

Station broadcasts 12 hours per day (1200-2400 hrs). Approximately 1½ hrs prior to "Sign-on" one or two men report to set up operation. During normal operation, without a live show being "canned" or a newscast, operation of equipment, program direction and "board controller" consists of 3 men with supervisor usually present. During the "canning" or video taping of a live show, a maximum of 8 men can be required. These are: 3 cameramen, 1 Floor Director (plus 1 Light man - although Floor Director usually handles lighting, 1 Technical Director, 1 Audio man, and 1 Console "Backboard" man.

The JTD authorizations breakout the TV Production into 2 Sections (one Day, and one Night). Actually the total authorizations are used as one team with shifts scheduled over a 14 hour period. The following schedule is generally followed:

A - 1030 to 1930 (1 man)  
B - 1330 to 2230 (7 men)  
C - 1500 to 2430 (3 men)

The above schedule covers 11 TV Production workers with generally 2 being off during the day. The workload actually utilizes 2 men 14 hrs per day with one additional for 10 hrs under normal operation. Live shows for video taping average around 4 per week plus the two news casts per day. This can increase the normal video production crew of 3 by 5, for a maximum of 8 total. This is not always normal, as the Floor Director sometimes handles lighting and 2 rather than 3 cameramen are used. Average time per show is 4 hours. TV production of live shows and news casts utilize most talents in the Broadcast Operations Branch. The OCI, NCOIC, Traffic Continuity personnel, AM/FM Broadcast personnel and Graphics section, all pool their talents to make set decorations, special effects, direct and utilize equipment and personnel. No fixed weekly or daily manhour price can be affixed; however, an overall average of 26.4 hours per day is considered adequate.

COMPUTATION:

2 men x 14 hrs = 28 hrs/day  
1 man x 10 hrs = 10 hrs/day Fixed Posts  
Live Shows + News = 26.4 hrs/day

Total 64.4 hrs/day

$\frac{365.25 \text{ days/yr} \times 64.4 \text{ hrs/day}}{12 \text{ mos}} = 1961 \text{ hrs/mo}$

$\frac{1961 \text{ hrs/mo}}{229 \text{ hrs/mo/man}} = 8.55 \text{ men or } 9 \text{ men}$

RECOMMENDATION:

Reduce the TV Production by 2 authorizations. This will authorize:

1 Broadcast Supervisor  
9 Technicians/Specialists

10 Total

The following JTD authorizations are recommended for reduction:

Para TO3B/01 Bdcst Supv 71R40 E7 A -1  
Para TO3B/05 Audio Specialist 84020 E4 A -1

TRAFFIC CONTINUITY SECTION (JTD Para TO3D)

AUTHORIZED:

|                     |       |    |    |
|---------------------|-------|----|----|
| 1 Rad/TV Spec       | 03221 | E7 | N  |
| 1 Bdcst Supv        | 71R40 | E6 | A  |
| 1 TV/RDO/Prod Spec  | 79131 | E5 | AF |
| 2 Bdcst Annncr      | 71R20 | E4 | A  |
| <u>1</u> Admin Spec |       | LN |    |
| 6 Total             |       |    |    |

ASSIGNED: 5

WORKLOAD:

This is the "heart" of the key station from which all coordinated daily and weekly logs and schedules emanate. There are four personnel assigned (EM) plus one Local National (LN) civilian. No problems existed in meeting workloads with the number assigned.

RECOMMENDATION:

Align JTD authorizations with assigned strength. This will entail deletion of one space (1 RAD/TV Spec 03221 E7 N). Further, recommend elevation of Broadcast Supervisor (71R40) from E6 to E7 with deletion of Radio/TV Specialist (03221) E7 authorization.

FILM AND RECORD LIBRARY SECTION

AUTHORIZED:

|                            |       |    |   |
|----------------------------|-------|----|---|
| 1 Rad/TV Spec              | 03221 | E6 | N |
| 1 RAD/TV Spec              | 03221 | E5 | N |
| <u>2</u> Film Library Spec | 76L20 | E4 | A |
| 4 Military                 |       |    |   |
| <u>2</u> LN                |       |    |   |
| 6 Total                    |       |    |   |

ASSIGNED:

3 EM  
2 LN  
5 Total

WORKLOAD:

There is a heavy continuous workload of monitoring, editing, cutting and spotting 12 films per week and preparing for local showing plus packing and accounting - for and shipping films to affiliate stations. One space in film library is not filled (RAD/TV Spec E5), and although the workload is heavy, there is no backlog and assigned personnel are accomplishing the tasks. There is only one LN authorized and assigned the Record Library. This is also a continuous workload and fully justifies the one LN authorized.

RECOMMENDATIONS:

Delete 1 Film Lib Spec E4 A  
Delete 1 Rad/TV Spec E5 N  
Add 1 Film Lib Spec E5 A

Further recommend the LN in Film Library be titled "Film Library Specialist" and job be reclassified.



GRAPHICS SECTION

AUTHORIZED:

|                |       |    |   |
|----------------|-------|----|---|
| 2 Illustrators | 03700 | E5 | N |
|----------------|-------|----|---|

ASSIGNED:

|                |       |  |   |
|----------------|-------|--|---|
| 2 Illustrators | 03700 |  | N |
|----------------|-------|--|---|

WORKLOAD:

Workload was very low during period of observation. Facilities and work area are exceptionally good. Workload can justify two full time positions; however, background of Navy type skill is more draftsman oriented. Most work centered on TV illustration cards, set illustration and decoration for live TV specials and making models for special effects on TV programs.

RECOMMENDATION:

Recommend two illustrator authorizations; however a skill adjustment is needed. Delete 2 Illustrator 03700, E5 (N) and establish 1 Illustrator 22351, E5, (AF) and one Illustrator (Local National).

PHOTO SECTION (TO 3F)

AUTHORIZED:

|                       |       |    |   |
|-----------------------|-------|----|---|
| 1 MOPIX Photo Cam Man | 08143 | E6 | N |
| 1 MOPIX Photo Cam Man | 08143 | E5 | N |

ASSIGNED: 2

WORKLOAD:

Sporadic, but busy. Cameramen are utilized to film special command features throughout South Vietnam. They process and edit film for finished product. Product is used for special programs, news spots and commanders information media.

RECOMMENDATION:

No change in current authorizations.

SUMMARY BROADCAST OPERATIONS

| <u>SECTION</u>       | <u>OFF</u>  | <u>EM</u>    | <u>LN</u>   | <u>TOTAL</u> |
|----------------------|-------------|--------------|-------------|--------------|
| Br Chief             | 1           | 1            | 1 (-1)      | 3            |
| AM/FM Bdcst          |             | 7            |             | 7            |
| TV Produc            |             | 12 (-2)      |             | 12           |
| Traffic Cont         |             | 5 (-1)       | 1           | 6            |
| Film/Record Lib's    |             | 4 (-1)       | 2           | 6            |
| Graphics             |             | 2 (-1)       | (+1)        | 2            |
| Photo                | <u>    </u> | <u>  2  </u> | <u>    </u> | <u>  2  </u> |
|                      | 1           | 33 (-5)      | 4 (0)       | 38           |
| Recommended Strength | 1           | 28           | 4           | 33           |

NEWS BRANCH (TO4)

AUTHORIZED:

|                   |       |    |    |    |
|-------------------|-------|----|----|----|
| 1 Branch Chief    | 05505 | 03 | A  | SC |
| 1 News Off        | 05505 | 03 | A  | SC |
| 1 Bdcst Supv      | 71R40 | E7 | A  | NC |
| 1 Rad/TV Spec     | 03220 | E6 | N  | JO |
| 1 TV/Rad Prod Sp  | 79131 | E5 | AF |    |
| 1 Sr TT Rpmn      | 31J20 | E5 | A  |    |
| 1 TT Rpmn         | 02344 | E5 | N  |    |
| 4 Sr Bdcst Annrcr | 71R20 | E5 | A  |    |
| 4 Bdcst Annrcr    | 71R20 | E4 | A  |    |

15 Total

ASSIGNED: 16

WORKLOAD:

The News Branch is responsible for the free flow of World News and information that is neither censored or managed. They receive material from ABC and CBS both film and Video tape recordings, AP photo fax, UPI slick service, slides from AP and AFRTS Wash, stills and films from military IO shops and have own photo-journalist teams to cover local military and feature events. They air 960 newscasts per year for a total of 208 hours of broadcast News-Radio and TV per month. The news personnel are scheduled on staggered shifts throughout the day to insure coverage during dense workload periods. The length of shifts vary from 8 to 9 hours per day. A profile of the work schedule for a typical day reveals a maximum of 4 pers, plus the NCOIC and News Officer on shift at any particular time of the day.

RECOMMENDED STAFFING:

AUTHORIZATIONS:

|                   |       |    |   |    |
|-------------------|-------|----|---|----|
| 1 Branch Chief    | 05505 | 03 | A | BI |
| 1 News Off        | 05505 | 03 | A | BI |
| 1 Bdcst Sup       | 71R40 | E7 | A | NC |
| 1 Bdcst Sup Asst  | 03221 | E6 | N |    |
| 4 Sr Bdcst Annrcr | 71R20 | E5 | A |    |
| 4 Bdcst Annrcr    | 71R20 | E4 | A |    |

12 Total

RATIONALE:

The workload above does not justify the 15 spaces currently authorized based on the work schedule. Also, the authorization of two teletype repairmen cannot be supported in the News Branch. These personnel justifiably perform their duty in